OVERVIEW

The steps below will walk through the process of setting up an Ice Warp email account in MS Outlook. The information needed/good to know in setup for each account includes
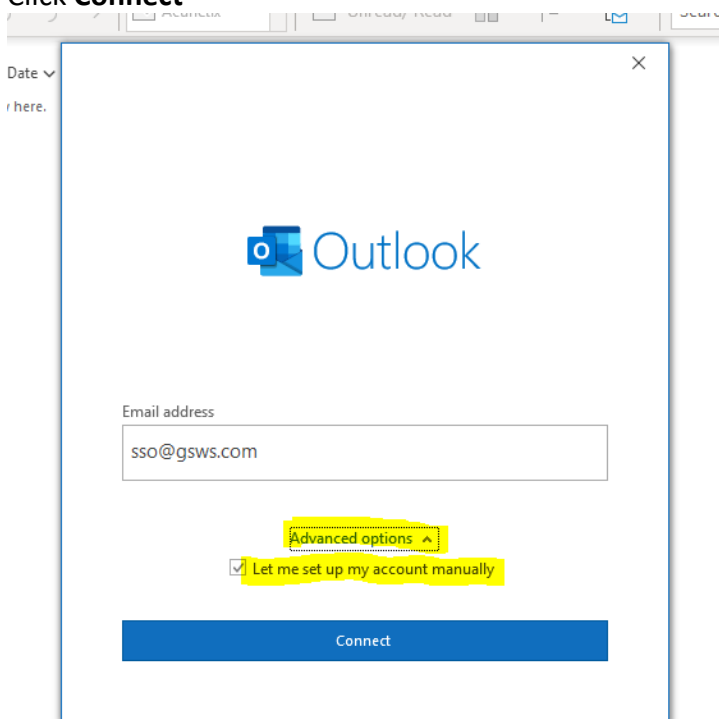
- domain name
- email address/username
- account password
- incoming/outgoing mail server: mail.domainname.com
- outgoing smtp port: 587
- incoming imap port: 993
- incoming pop port: 995

SETUP INSTRUCTIONS

1. Open MS Outlook
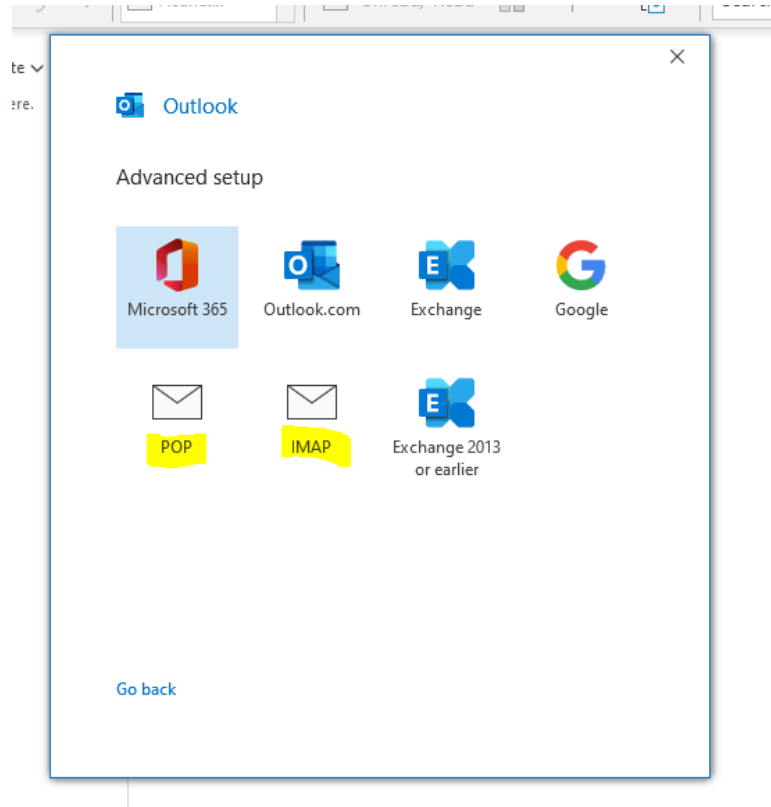2. File > Account
3. Add Account
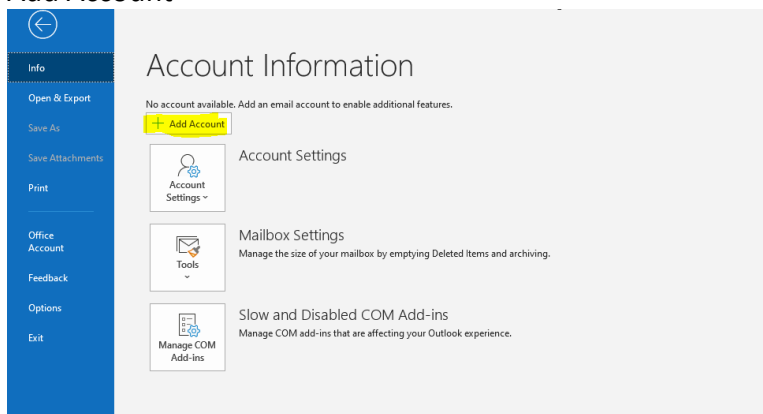
4. Choose **Advanced Options** / Let me set up my account manually
5. Click **Connect**

6. Under Advanced Setup, select POP or IMAP (Whichever you prefer)
   POP will download all email from the server into your Outlook account
   IMAP will leave email on the server, so it can be accessed by multiple devices
   *If helpful, more information about POP and IMAP can be found here:
   https://www.name.com/support/articles/205935497-Understanding-the-difference-between-POP-and-IMAP
   These instructions show how to setup using IMAP
7. Select **IMAP**

8. In the **IMAP Account Settings**, enter
   Incoming Mail Server: mail.yourdomainname.com
   Port 993
   Encryption Method: SSL/TLS

   Outgoing Mail Server: mail.yourdomainname.com
   Port 587
   Encryption Method: Auto

   Check Require logon using Secure Password Authentication (SPA) on Incoming and Outgoing mail

9. Click **Next**

IMAP Account Settings

sso@gsws.com   (Not you?)

Incoming mail

Server mail.gsws.com   Port 993

Encryption method SSL/TLS ▾

☑ Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server mail.gsws.com   Port 587

Encryption method Auto ▾

☑ Require logon using Secure Password Authentication (SPA)

Go back   Next

10. Enter the account Password
11. Click **Connect**

IMAP Account Settings

sso@gsws.com   (Not you?)

Password

********   ◉

Go back   Connect

12. Outlook will tell you it is setting up the account
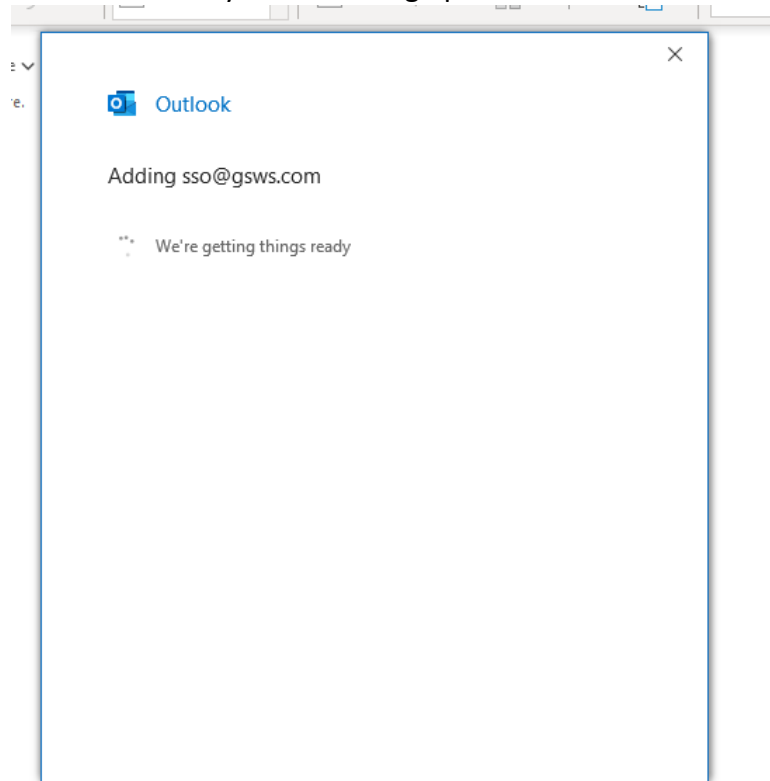
13. When completed, the account will confirm it was setup successfully
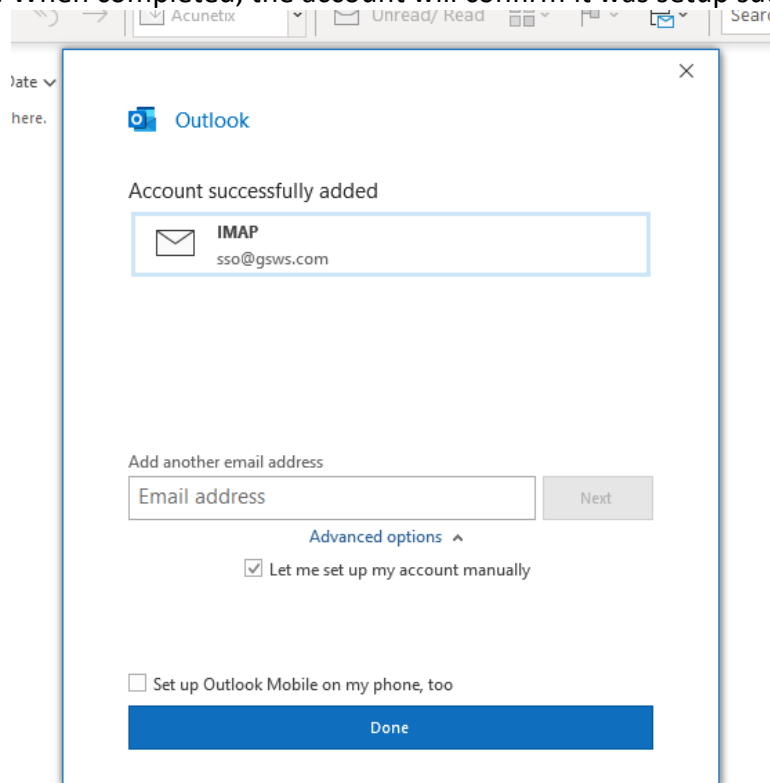
14. Click Done, and you can return to the inbox